



Susan B. English School

Home of the Sea Otters

Kenai Peninsula Borough School District
P.O. Box 171 / 365 Winifred Avenue
Seldovia, Alaska 99663
(907) 234-7616 Fax (907) 234-7617

Susan B. English School PAC / SBDM Council

Parent Advisory Committee / Site Based Decision Making Council

Monday, November 21, 2022

7:00 pm- SBE Commons

Zoom Meeting Link---

<https://zoom.us/j/6603451588?pwd=bn5LR1ltbnZVL1ZMWkthaVMwV0taZz09>

Meeting ID: 660 345 1588

Passcode: P6BhnZ

Agenda

I. Opening Activities

- A. Call meeting to order
- B. Roll Call
- C. Approval of Minutes: 09.22.2022
- D. Approval of Agenda:

II. Principal's Report

- A. Title I Parent & Family Engagement Night- Nov. 16th
- B. Winter Holiday Program Dec. 8th 6:30pm
- C. Family Breakfast- Dec. 16th am
- D. Next Semester Schedule
- E. Upcoming Sports Opportunities
- F. School Development Plan

III. New Business

- A. Welcome newly elected PAC parent member- Allison Miller
- B. Nomination of non-parent community councilmember
- C. Election of Officers

IV. Old Business

- A. Annual By-Law Review
- B. Goals for the year

V. People to be heard

VI. Council Comments

VII. Schedule Next Meeting:

VIII. Adjournment:

For more information, please contact PAC Members directly or email them at susanbenglish.pac@gmail.com

PAC Members:

Seat A. Allison Miller (term ends 10/2025)
Seat C. Heidi Geagel (term ends 10/2023)
Seat B. Cassidi Cameron (term ends 10/2024)
Community Member -

SBDMC Members:

Scott Jonsson (Principal)
Lisa Stanish (Classified Representative)
Karen Bornheimer (Certified Representative)

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***For more information, please contact PAC Members directly or email them at
susanbenglish.pac@gmail.com***

From: Dianne Gruber
Sent: Thursday, October 6, 2022 7:50 AM
To: susanbenglishshool.pac@gmail.com
Subject: Community Member PAC Position

To the members and representatives of Susan B. English PAC Board,

Please accept this as my formal submission to be considered for the Community Member Seat on our school's Parent Advisory Board Commission.

Though our children are all raised now my husband and I do and always have felt a deep bonding to our school, we believe it is an important root to the very foundation of Seldovia and I would very much like to become an active part of helping that legacy thrive.

Thank you for your consideration.

Sincerely,

Dianne K. Gruber
P.O. Box D
Seldovia, AK. 99663
234-7854

From: Shannon Custer

Sent: Wednesday, October 19, 2022 3:48 PM

To: Amy Gilson <AGilson@KPBSD.k12.ak.us>

Subject: Intent to Run for PAC

Hello Amy,

I'm sending you my intent to run for the PAC. I am interested in the Community Member or Parent seat, for whichever one I am eligible.

I have years of experience in education and from various perspectives. I think my experience as a teacher, school board member, and home school parent can be an asset to the group.

Sincerely,

Shannon Custer



Monday, November 14, 2022

Hello Scott et al!

I am writing in regards to serving Susan B English School in the Community member position for the Parent Advisory Committee.

As a 20 year resident in Seldovia, and mother to three graduates of Susan B English, I am very interested in the success and well-being of our school! Since our youngest daughter graduated in 2016, we have not been as connected as we had been for many years, and I miss being a part of the school community! I love knowing all the kiddos, and who is who!

Also, as the broker for Seldovia Property, I am often working with families who are considering a move to our community. I know that I can be a better advocate and representative to potential new Seldovia families if I am more connected to what is going on in our school. The health of our school is vitally important to the health of our community.

I would ask that you kindly consider me for this position. As a full-time resident of Seldovia, I am willing and normally able to be present for meetings and volunteer opportunities. However - I am currently with my mother in Washington until the 21st and will not be able to attend the next meeting on November 17th in person. Do you offer a remote solution?

Please don't hesitate to contact me with any questions.

A handwritten signature in cursive script, appearing to read "Jenny".

Jenny Chissus –Broker/Owner – Seldovia Property
Phone: 907-234-8000 Fax: 888-376-4401
Email: Jenny@SeldoviaProperty.com
Website: www.SeldoviaProperty.com

Thank you for letting me be your Seldovia Connection!

I. NAME

The name of this organization shall be Susan B. English Site Based Decision Making Council.

II. COUNCIL PHILOSOPHY STATEMENT

The Council because of its strong belief in public education in Alaska, advocates continued improvements of instruction and facilities for all the students of Susan B. English. The Council believes this is best accomplished through communication among school staff, parents, students and community. Through this cooperative effort, Susan B. English School students will be prepared for adulthood in a safe and positive environment.

III. COUNCIL PURPOSE

The purpose of the Council shall be to assist the Susan B. English School Administration and Staff in the Site Based Decision making process and to provide planning and input for conducting and pursuing improvements in facilities and education at the Susan B. English School.

IV. COUNCIL MEMBERSHIP - Revised: 10/29/02; 01/27/2022

A. Composition. The Council shall be composed of seven members (plus a SBES Student if available):

1. Principal
2. One certified staff members
3. One classified staff members
4. Three parents
5. One non-parent community member

B. Qualifications

1. Parent and non-parent community members may not be permanent employees of the district assigned in any capacity to Susan B. English School. Council members may not be a district Board of Education member.
2. Certified and classified staff Council members must be assigned to SBES for at least 50% of their schedule. They must be members of KPEA or KPESA if required by the negotiated contracts.
3. Any parent / guardian of a child enrolled in SBES during the period of elected service is eligible for election.
4. Any person who does not have a child enrolled in SBES and who resides in or has a business in the SBES attendance area, is eligible for election as non-parent community member.
5. Any SBES student is eligible for election.

C. Elections - Revised 01.26.2018; 01/27/2022

1. All certified and classified members will be nominated and elected prior to the first meeting of the school year.

2. Parent Council members will be nominated and elected by their peers. PAC elections occur annually; day and time of elections will be determined at the first meeting of the school year typically held in September or October for elections in October or November.
3. The non-parent community Council member will be nominated and elected by the council.
4. The student member of the Council will be selected by the student council of SBE.

D. Terms

1. The term of office for certified and classified staff members starts and ends at the regular scheduled meeting in August of the appropriate year. Elected parent representatives end their term after the first regularly scheduled meeting at the beginning of the school year, typically in September or October. Newly elected parent representatives will begin their term at the first meeting following the elections. Non-parent community member will be appointed and seated at the first regular meeting following the elections.
2. The student member will serve for one year.
3. Elected parent representatives will serve for three years, with one position coming up each year.
4. If the role of parent representative is not filled during the regular election a parent may be appointed by the PAC until the next regularly scheduled election, where the seat will be advertised for a two-year term or one year term, depending, in order for the three-year rotation for each seat to continue.
5. For continuity on the Council, the one non-parent community member will serve a one-year term ending October, 1996. Thereafter terms will be two years.
6. There are no term limits.

E. Removal and Replacement of Members

1. Any member who no longer meets the requirements of Council membership will be removed from the Council.
2. The Council may remove a member from the organization by a vote of two-thirds of the majority of the membership. A member may be removed by the membership whenever, in their judgment, the best interest of the organization will be served. Such removal shall be for cause.
3. The term of any member of the Council will terminate automatically in the event of three unexcused absences in succession, or in the event of six absences for any reason, excused or not, from the regular meetings of the Council during one year. Excused absences are those duly announced and granted by the Chair, subject to the approval of the membership.

V. DUTIES OF THE COUNCIL- Revised 01/27/2022

- A. The Council is authorized and shall engage in all discretionary functions permitted by the Kenai Peninsula Borough School District Site Based Planning Procedures and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include, but are not limited to:
1. The interviewing process
 2. In-service plans
 3. School staffing plans
 4. Curricular Initiatives/Projects/New Courses
 5. Co-curricular activities
 6. School policies
 7. School budget
 8. Scheduling
- B. The School District supports the concept of shared decision making as a strength in the instructional process. The Principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the school council.

VI. OFFICERS - Revised 10/29/02; 01/27/2022

The Council annually shall elect by a majority vote of the entire Council, a president, a vice-president, and a secretary at the first regular meeting of the school year following the election of councilmembers.

- A. The duties of the president are as follows:
1. Shall preside at all meetings of the Council;
 2. Shall be responsible for conducting the affairs of the Council;
 3. Shall be responsible for executing the policies of the Council;
 4. Shall communicate to the Council such matters and make any suggestions which will promote the welfare of the School.
 5. Shall be responsible for the conduct of the Council in strict conformity to the policies, principles, rules and regulations of the Council, Kenai Peninsula Borough School District and the State of Alaska.
- B. The duties of the vice-president are as follows:
1. In the absence of the president or during his/her incapacity to act, shall perform the duties of that office;
 2. Shall perform such other duties as may, from time to time, be assigned by the

Board or President.

- C. The duties of the secretary are as follows:
 - 1. Shall issue notice of all Council meetings;
 - 2. Shall keep accurate minutes of all Council meetings;
 - 3. Shall have charge of all books, records and papers.
- D. All officers shall be elected for one year or until their successors are elected.
- E. An officer may be removed from office at any time by a vote of two-thirds of the majority of all the Council. An officer may be removed by the Council whenever in its judgment the best interest of the Council will be served.

VII. MEETINGS- Revised 01/27/2022

- A. The Council shall meet a minimum of four times a year at Susan B. English School during the timeschool is in sessions and as necessary when school is not in session.
- B. Meeting times and dates will be decided prior to the conclusion of the previous meeting in consideration of the varying work schedules of the Council members.
- C. Special meetings may be called by the Chair or any other three (3) members upon 72 hours' notice to the other members.
- D. In points of question, the proceedings shall be governed by Roberts Rules of Order. Decisions, unless otherwise specified, shall be made by majority vote.
- E. The secretary shall maintain minutes of all Council meetings. The minutes shall be sent to the superintendent of the Kenai Peninsula Borough School District.
- F. At the conclusion of each school year, the Council shall prepare a report of goals and objectives accomplished for that year. Such reports shall be maintained in the Council files.
- G. Files shall be maintained at Susan B. English School in the office of the principal. These files will be available to all members of the Council, parents and other constituents. Files will be kept on file for a period of five (5) years.
- H. All meetings of Susan B. English School Site Based Decision Making Council shall be held in open session and be accessible to the public.
- I. A quorum shall consist of no less than two-thirds of the members of the Council.
- J. Agenda:
 - 1. Submission of agenda items: suggested agenda items needing action must be submitted to the council at least seven (7) working days prior to regularly scheduled meetings.
 - 2. Agenda: the secretary shall notify the public two (2) working days prior regarding time, place and tentative agenda of the scheduled Council meeting.
 - 3. Limitation: action shall not be taken on items not included on the official action item agenda. Items not submitted under the seven (7) day deadline

may be added to the action agenda by a two-thirds affirmative vote of the Council body.

VIII. COMMITTEES

The Council may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the Council on matters such as finance, public relations, programs, etc.

IX. BYLAWS AMENDMENTS - *Revised 10/29/02*

The Council shall have the authority to make, alter or repeal the bylaws of this organization by a two-thirds vote of all the members of the Council at any regular or special meeting of the Council, provided that notice of intention to make, amend, alter or repeal the Bylaws shall have been given thirty (30) days prior to such meetings.

X. LIABILITY

Nothing herein shall constitute members of the Council as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure to act on the part of any Council member, member, officer, agent, or employee, nor shall any director, member, officer, agent, or employee, not shall any director, member, officer, agent or employee be liable for his/her acts or failure to act under the bylaws, or otherwise.

XI. NON-DISCRIMINATION POLICY - *Revised: 10/29/02, Approved 2003*

It shall be a policy of this Council that membership on the Council may be extended to anyone, subject to District approved qualifications, without regard to race, handicaps, age, sex, marital status, economic status, religious or political affiliation.

Susan B. English School
P.O. Box 171
Seldovia, Alaska 99663

PARENT ADVISORY COMMITTEE / SITE BASED DECISION MAKING COUNCIL

AGENDA ITEMS

DATE: _____

I wish to submit the following agenda items for the PAC/SBDMC Meeting date:

Ways to Achieve / Solutions

Signature Phone Number _____

Do not write below this line-----

Action PAC/SBDM Council has taken on this issue:

Suggested solution? Ways to Achieve.

Susan B. English School
P.O. Box 171
Seldovia, Alaska 99663

PARENT ADVISORY COMMITTEE / SITE BASED DECISION MAKING COUNCIL

AGENDA ITEMS

DATE submitted: _____

Date of PAC/SBDM Council for this to be an Agenda Item: _____

We/I (circle one: student, council member, citizen, KPESA, KPEA, Administrator, other) wish to submit the following agenda item for consideration by the PAC/SBDM Council:

Why is this an important issue?

Name of Person Submitting Report Phone Number _____

Please put this in one of the co-chair person's school mailbox within seven (7) days of the next scheduled PAC/SBDM Council meeting.

Do not write below this line-----

Action PAC/SBDM Council has taken on this issue:

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Our Kids, Their Future



Site Council Handbook

KPBSD PUBLICATIONS

Site Council Handbook

© Kenai Peninsula Borough School District
148 North Binkley St.
Soldotna, AK 99669
(907) 714-8888
(907) 262-9645 (FAX)

Introduction:

Since 1995, the Kenai Peninsula Borough School District has employed site councils to increase the level of community involvement in the decision making process at local schools. This document provides information needed by site councils to be efficient, effective and in compliance with pertinent laws, policies, and statutes.

This manual has been developed in accordance with BP 0420 and AR 0420

Philosophy:

The Kenai Peninsula Borough School District Board of Education believes that shared decision making at the site level can improve school performance. The Board is committed to the continuous improvement of student learning, which can be enhanced through increasing the level of involvement of school community affected by educational decisions. All school sites should employ a site council to positively impact shared decision making and increase all stakeholders' involvement in the school.

Purpose and Role:

The school site council is an advisory body in the joint planning and problem solving processes for improving student learning that occur at the local school level

Council Composition:

Site Councils shall include representation from the following:

- Principal
- Teachers (2)
- Support Staff (1)
- Parents (3)
- Non-parent community member (1)
- Student – Secondary schools (1-4)
 - Elementary schools (optional)

Site councils may expand their membership, but proportional representation must remain the same.

If, after reasonable and documented effort for participation, proportional representation is not met, site councils shall still convene.

Principals voting status on issues/decisions of the site council should be indicated in the bylaws.

Charter schools are exempt from the requirement for site councils due to their APC.

Council Selection:

Principal: selected due to position and is responsible to guide the council in developing an organizational structure for conducting the council's business

Employees (teachers and support staff): staff must be assigned for more than 50% of their daily schedule to the school for eligibility. Itinerant teachers will be considered members of their home-based school

Parents: to be eligible they must have a child in the school during the period of elected service and are not an employee of the District in any capacity (except short-term substitute or stipend). The election system is defined in the bylaws of the site council. Recognized parent groups should be represented on the school council

Non-parent community member: to be eligible they are not an employee of the District in any capacity (except short-term substitute or stipend). They are elected by the seated members of the council following a nomination process conducted by the principal, in accordance with the site council bylaws

Council members shall not be District Board of Education members

Elected site council members may stand for re-election if they continue to meet the requirements of the position

Parameters and Functions:

Meetings are to be publically noticed in accordance with the Alaska Public Meetings Act. The notice should include date, time, location, and agenda. Minutes from meetings are to be disseminated to the public and school community.

Site council decisions will be made by consensus as defined in the council bylaws.

Site Councils shall conduct their business in compliance with the following:

- Alaska Statutes
- Alaska Department of Education and Early Development Regulations
- Board of Education Policies
- School District Regulations and Rules
- Federal Laws and Regulations related to education
- Negotiated Agreements and Associated Variances
- Contracts with suppliers and vendors
- Budgetary limitations
- Student Activity Association requirements
- Limitations defined by Board of Education action or administrative mandates

Bylaws:

All site councils shall operate under bylaws adopted by the council and filed with the Superintendent.

Bylaws should be reviewed annually with amendments proposed as needed.

Bylaws should specifically address the following elements:

- School mission and vision statement
- Composition of the site council and terms of service
- Officers
- Agenda setting
- Consensus
- Meeting frequency (a minimum of four meetings are required per year)
- Minutes
 - Copies sent to the Superintendent after each meeting
 - Posted and/or distributed to the school population
 - Copies retained for five years in the school office
- Process for revision of bylaws
- Process for community input/participation in council work
- Self-evaluation
 - Completed annually on District identified process and sent to Superintendent
- Who may speak for or represent the council and under what circumstances

General Operation:

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District. Input from the site council may be considered on decisions affecting school improvement plans such as:

- Board, District and School goals
- School Policies
- Parent/Student handbooks
- School staffing patterns
- School budget
- Curricular initiatives/projects/courses
- Scheduling
- Preferred qualifications/characteristics for staff hires
- Co-curricular activities and pupil activity funds
- Negotiating charter school shared facility agreements
- Facility improvement/modifications
- Local needs based on student data

Selection of School Administrator:

When a vacancy at a school site for principal becomes known, the Superintendent will consult the site council to provide input regarding selection qualifications for candidates. Opportunities will also be provided for individual community or school members to provide information regarding qualifications/characteristics for candidates. The process will be in accordance with E9000b: Administrator Selection Process.

When possible, interviews will be open to the public and conducted at the school with the vacancy. Opportunities for written evaluations will be available to those observing the interviews.

The Superintendent will make the selection, subject to approval by the Board of Education. However, if an internal candidate who already has a current district administrative contract is selected, the Board will be notified of the appointment.

Goals as discussed 09/22/2022-

Transparency, communication, and equity.

Family involvement and engagement with education; how to navigate PowerSchool, parent space to check PowerSchool or check in with Amy.

Camaraderie between high school and elementary

Basketball expectations for behaviors in and out of the community

Respect- kids held to a certain standard.

Students' college bound and ready (rigor)

Kindergarten readers

Taking homework home and schoolwork for parents to see

Syllabuses for classes and parents with work expectations of students

New staff orientation

Staff support

Higher FTE's

Engage homeschool

Spring high school registration for electives

Action Items-

Host webinar session with counselors and teachers about class offerings (high school)

Spring Orientation

PowerSchool infographic

Goals Infographic

Transition Infographic